



JOB DESCRIPTION

POSITION: IT Administrator
WAGE: Salaried/Negotiable

POSTING DATE:
CLOSING DATE:

Reports directly to: Chief Financial Officer

Location: Gaming Division

Every employee of North Star Mohican Casino Resort is expected to greet and service our customers in a friendly, respectful manner and create a warm, fun atmosphere so that our customers feel welcome and enjoy visiting our establishment. North Star Mohican Casino Resort strives to provide a positive team environment where everyone contributes.

STANDARD QUALIFICATIONS

All employees of North Star Mohican Casino Resort must meet the following qualifications.

1. Must be able to obtain and maintain a Mohican Nation Gaming License.
2. Must submit to a Criminal Investigation Background Check (CIB).
3. Must maintain an acceptable departmental attendance record.
4. Must submit and pass pre-employment drug screening and health screening.
5. Must be able to work weekends, nights and holidays.
6. Must be 18 years of age or older.

STANDARD DUTIES

1. Must attend all training provided by North Star Mohican Casino Resort.
2. Must adhere to all established rules, regulations and policies of North Star Mohican Casino Resort and the Department.
3. Must participate in employee random drug testing program.
4. Must be able to work with a variety of people with diverse personalities.
5. Must attend all meetings, as assigned.
6. Must dress professionally.
7. Must be reliable and prompt when reporting to work.
8. Must be willing to carry company pager or cell phone.
9. Must maintain compliance with all workplace policies, procedures, ordinances, laws and other communicated expectations, including but not limited to: Employment Manual, gaming Ordinance, State Gaming Compact, Minimum Internal Controls, Department Procedures, memos and other communication from supervisory or regulatory personnel.
10. All other assigned duties.

EDUCATIONAL REQUIREMENTS

1. Bachelor's Degree in Information Technology or closely related field is required.

QUALIFICATIONS

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1. Four years experience in an IT environment. Gaming industry is strongly preferred
2. Two years of documented supervisory or project management experience.
3. Knowledge of slot gaming, time and attendance, point of sale, accounting and property management systems. Experience with Aristocrat Oasis, Great Plains, and Agilysys POS and PMS preferred.
4. Network administration knowledge, switch configuration, maintenance and troubleshooting; experience with Cisco products preferred.
5. Telecommunications knowledge, including but not limited to PTX system, voice mail, data services and security, and cell phone configuration and maintenance.
6. Must have excellent verbal and written communication skills.
7. Must have above average problem explorations and solving skills.
8. Must be able to work effectively under pressure and meet time deadlines.
9. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.

DUTIES

1. Will plan, organize and direct all operations of the casino IT department.
2. Coordinate information technology needs with the Chief Financial Officer.
3. Develop annual technology goals and detailed plans for goal accomplishment.
4. Manage vendor relationships including bid and sourcing processes.
5. Participate and make recommendations in the selection of new applications and technologies.
6. Responsible for developing and monitoring yearly departmental budget.
7. Handle the purchasing of all IT related equipment.
8. Maintain inventories of all IT equipment, systems and licenses.
9. Ensure technology documents/certificates such as product registration, maintenance agreements, and service contracts related to technology operations and services are evaluated and updated regularly.
10. Research new technology as it relates to the operations, and evaluate new hardware and software to determine usefulness and compatibility with existing solutions.
11. Present and implement technological alternatives to streamline functions and improve productivity.
12. Provide recommendations and implementation plans to Casino Management.
13. Develop and maintain technology policies, standards and procedures manual: develop and maintain related technology checklists.
14. Responsible to identify needed updates and/or development of security policies.
15. Responsible for ensuring property data and security are not compromised.
16. Maintains data integrity and documentation for all computer networks and personnel computers through proper backup, recovery and information security policies, procedures and practices.
17. Organize and supervise all IT personnel.
18. Apply positive communication, interpersonal and leadership skills with guests and employees.
19. Create development plans and provide proper training for IT personnel.
20. Coordinate with external consultants.
21. Must stay current in the field.

Note: Applicant must include resume and two letters of reference with employment application.

**THE STOCKBRIDGE-MUNSEE COMMUNITY OPERATES AS AN EQUAL OPPORTUNITY EMPLOYER
EXCEPT INDIAN PREFERENCE IS GIVEN IN ACCORDANCE WITH THE
TRIBAL EMPLOYMENT PREFERENCE ORDINANCE**

Revisions Approved 2/9/2012